



**LUZERNE COUNTY**  
**COUNTY MANAGER**  
C. DAVID PEDRI, ESQUIRE

**COUNTY of LUZERNE**  
P E N N S Y L V A N I A  
E S T A B L I S H E D 1 7 8 6

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Date: March 27, 2020  
To: County Employees & Citizens of Luzerne County  
From: David Pedri, Luzerne County Manager  
Re: Governor's Order

In an effort to keep ahead of the spread of COVID-19 in Luzerne County, a stay-at-home order has been issued by Governor Wolf and supported by the County Manager. This order will go into effect March 27, 2020 at 8pm and will stay in effect until April 6, 2020.

As Luzerne County responds to COVID-19, the health and safety of our colleagues and citizens remains our top priority. How we respond is critical to hundreds of thousands of people and companies in our communities, and we are steadfast in our commitment to being there when you need us most. In addition, we have a special responsibility to Luzerne County's first responders and public safety community, who rely on County resources to respond to and aid all of the citizens of Luzerne County.

Luzerne County recognizes that these are especially uncertain and trying times. Be assured that Luzerne County has devoted and will continue to devote significant resources into planning for the unexpected. Our Continuity of Operations Plans have proven to be successful and ensure that every one of our internal teams can continue to operate safely during this time. To the municipalities throughout Luzerne County, we stand with you and will assist in any way to get through this crisis.

### **Luzerne County Limited Service Schedule**

Luzerne County will offer limited County and Court Operations beginning on March 28, 2020.

Luzerne County has created a limited operation schedule to address the COVID 19 public health emergency and limit the risk of disease and transmission.

For any employee or member of the public that **MUST** come to our buildings, please be sure to practice safe distancing, good hygiene, and know that our buildings all are under an enhanced cleaning protocol to assist in minimizing risk.

- The Luzerne County Human Services Building, 111 N Pennsylvania Boulevard, Wilkes-Barre, PA 18701, is closed to the public.
- Penn Place, 20 N Pennsylvania Avenue, Wilkes-Barre, PA 18711, is closed to the public.

- The Bernard Brominski Building, 113 W North Street, Wilkes Barre, PA 18711, is closed to the public.

## **Luzerne County Divisions and Departments**

### **Luzerne County Council:**

Clerk to Council Working Remotely

**Controller's Office:** Working Remotely

**County Manager's Office:** Working Remotely

**District Attorney's Office:** Essential. Staffed pursuant to the Court Schedule

### **Courts:**

Court of Common Pleas All courts in the 11<sup>th</sup> Judicial District (Common Pleas Court and Magisterial District Courts) EXCEPT for the directives and exceptions listed in the Orders from President Judge Michael Vough, ARE CLOSED TO THE PUBLIC.

District Magistrates See Court Orders issued by President Michael T. Vough on the Luzerne County Website.

Domestic Relations All Domestic Relations hearings are canceled and all conferences are to be conducted by telephone. Parties will receive notice in the mail of rescheduled proceedings.

Probation Services Minimal Staff onsite. Adult and Juvenile probation is suspending all home visits and direct community supervision contacts. Contacts will continue via phone and other technological methods.

### **Administrative Services:**

Human Resources Working remotely. Hiring only essential personnel at this time. Online employment applications continuing

Purchasing Working remotely.

Information Technology Working Remotely; minimal staff onsite when necessary.

Bureau of Elections Working remotely; minimal staff onsite when necessary.

Community Development Minimal staff onsite-HUD deadlines still in effect. Closed to the public.

GIS/Mapping Working remotely. Closed to the public.

Visitors Bureau Working remotely. Closed to the public.

Licensing/Permits Accepting online or mail applications only. Closed to the public.

**Budget & Finance:**

Assessment	Minimal staff onsite. Accepting mail and online applications.
Treasurer's	Minimal staff onsite. Accepting mail and online payments.
Accounts Payable	Minimal staff onsite.

**Correctional Services:**

Closed to visitors including volunteers; only essential vendors admitted.

**Human Services:**

Drug & Alcohol	Continues to work with the State to provide telehealth methods to continue drug and alcohol services. Staff working remotely. Minimal staff onsite.
MH-DS	Continues to work with the State to provide telehealth methods to continue mental health and intellectual disability services. Staff working remotely. Minimal staff onsite.
Children & Youth	CYS will continue children protective services investigation. Staff working remotely. Minimal staff onsite.
Area Agency on Aging	AAA will continue protective services investigation. Staff working remotely. Meals will be continued to be provided to Seniors. Minimal staff onsite.
Veterans Affairs	Working Remotely. Closed to the public.
<b>Judicial Services &amp; Records:</b>	
Clerk of Courts	Clerk of Court will be process filings by mail or PACfile, except for the limited matters being handled by the court. Those filings will be delivered by court staff and given priority. If cash bail is necessary, during Courthouse hours please call 570-825-1585, Press 1 to schedule an appointment. Staff is shared with Prothonotary (see below).
Prothonotary	The Prothonotary will take filings by mail or e-filings only. Minimal staff onsite (two clerks and a manager) E-filing available. PFA's will continue to be filed by PFA staff.
Recorder of Deeds	Minimal staff (two clerks & a manager) shared with Register of Wills. Recorder of Deeds filings accepted by e-recording or mail. Register of Wills filings accepted by mail only.
Register of Wills	Pro Se probates by appointment only on Mondays from 1pm to 2:30pm at the Sheriff's Office. Attorney probates are Skype only. Call 570-825-1672 or 570-825-1646 to schedule an appointment.

Coroner	Essential and fully operational. Closed to the public
Sheriff/Security	Essential and fully operational.
Records Retention	Closed to the public. Online applications are available.
<b>Office of Law:</b>	Working remotely.
<b>Operational Services:</b>	
Engineers	Working remotely.
Road & Bridge	Minimal staff.
911	Essential and fully operational.
Recycling	Working remotely. Closed to the public.
Building & Grounds	Essential with reduced staff.
Planning & Zoning	Working remotely. Closed to the Public.
Boiler Plant	Essential and fully operational.
EMA	Essential and fully operational.
<b>Public Defender:</b>	Staffed pursuant to the Court Schedule.